

Staff & Student Induction

Category: Early Years

Risk Management and Legal Implications

Failure to manage risk may impact on the delivery of Service objectives and the outcomes achieved by Service users. Education and Children's Services aim to mitigate the implications by ongoing management and review of risk in all elements of work activity.

The production of this document is one way in which we aim to reduce our exposure to risk. By providing staff with information on good practice, making reference to other guidance that is available across the Council and providing clarity on how we should do things, we can ensure that the management of risk is intrinsic to what we do.

Version Control:

Document Owner	Version	Date of Publication	Date of Next Review
Clark Graham	1.0	26/06/2020	26/06/2022
Clark Graham	2.0	10/10/2022	10/10/2024
Clark Graham	3.0	10/10/2024	01/10/2026



Induction Programme

New Staff & Students

Ideally one hour should be allowed for this programme on an introductory visit. However, if a visit is not possible the main areas should be addressed on the start date with the remainder of the programme introduced at the earliest opportunity.

Tour of Nursery

- to locate rooms, toilets, outdoor areas, fire exits, and to introduce members of staff

Explanation of Nursery Staff Rotas for:

- Breaks
- Room duties
- Dinner duties

Guidance through procedures and policies for:

- Entering and leaving nursery (children and adults)
- Fire drills
- Dealing with accidents and incidents
- Child protection
- Confidentiality
- Behaviour management
- Outdoor play

Directions to location of:

- First aid boxes
- Registers
- Self-registration materials (for children)
- Cleaning materials and procedures

Please also refer to Student & Staff Handbook and Nursery Policies and Procedure for further reading.

New Staff Only

At we use the National Induction Resource to ensure that newly employed staff are provided with the support which they require in the initial 6 months of being in post. Each new member of staff will receive a National Induction Resource booklet which they should retain and work through with their mentor. New employees will then meet monthly with a senior member of staff to discuss how they are settling in and any supports which they require. At this meeting they will be asked to bring along the National Induction Resource materials with them. This document will be used to record reflections of their practice.

Please now initial and sign the statements overleaf.



Employee Name:

Mentor's Name:

(tick as appropriate)

- ☐ I have completed an initial induction meeting
- ☐ I have completed a staff/student data capture form
- ☐ I have received a copy of the National Induction Resource (not for students or supply staff)
- ☐ I have received a copy of the staff and student handbook
- ☐ I have received a copy of Infection Control policy
- ☐ I have received a copy of Child Protection Policy
- ☐ My planned monthly induction meeting dates are (not for students or supply staff)

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Employee Signature:

Date:

SLT Signature:

Date:

Copy to new member of staff or student
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